



120 NORTH DUKE STREET, P.O. BOX 1599, LANCASTER, PA 17608-1599

TEMPORARY SIDEWALK CAFÉ PERMIT APPLICATION INSTRUCTIONS

The Temporary Sidewalk Café application is the process for applying for the use of outdoor space located in the public right-of-way. This includes the sidewalk, parking spaces, or street closures. See the COVID-19 OUTDOOR DINING ORDINANCE RULES AND REGULATIONS for requirements associated with the use of these areas. A temporary license will be issued and will expire December 31, 2020. A temporary application is required even if you have an existing approved Sidewalk Café license.

The City is committed to processing Temporary Sidewalk Café applications as quickly as possible. If you have any questions about the process, please call the Engineering office at 717-291-4764. Inspectors can assist you in completing the application, including generating the required sketch.

Application Process

1. Complete the application. Email to Engineering@cityoflanasterpa.com or give to inspector during field visit. Applications must include the following items. Items b, c, and d can be provided following the inspection.
 - a. Sidewalk café sketch (inspector can assist with creating)
 - b. An insurance certificate naming the City of Lancaster as an additional insured. Liability insurance minimum in the amount of \$100,000 per individual and \$300,000 per occurrence.
 - c. A Hold Harmless Agreement, executed by the applicant (included in application)
 - d. Proof of other regulatory body approvals that may be necessary, such as PA Liquor Control Board.
2. Call 717-291-4764 to schedule an inspection. The inspector will review your proposal on-site with you. This will identify the number and location of tables and chairs allowed based on the space available. The inspector will generate a sketch for the application and will mark where tables must be located in the sidewalk or street. Other parameters will be identified if applicable, such as barrier location or restricted areas.
3. Inspector will bring the application back to the office for processing. The Health officer will review the application prior to final approval.
4. Applicant must provide additional paperwork.
5. License will be issued.

Parklets (use of on-street parking spaces)

1. Metered parking spaces - Metered spaces must be rented from the Lancaster Parking Authority (LPA). Cost is \$10/day. Call LPA at (717)- to coordinate rental.
2. Use of any parking space adjacent to moving traffic must be protected with a traffic rated barrier.

A sidewalk café shall:

- Comply with all plans submitted to and approved by the Health Officer and the Public Works Engineering Department.
- Serve alcoholic beverages only in conformance with PLCB requirements and City Ordinances, including COVID-19 Outdoor Dining Ordinance ??-2020
- Operate only during the same hours of business as the sponsoring restaurant. All patrons must be vacated from the sidewalk café and all utensils, containers or any other serving materials used in the operation of the café or within the area used by the sidewalk café shall be removed from the sidewalk café area within one (1) hour of closing, provided, however, that any railing, flooring or other support or enclosure used in the assembly, operation or enclosure of the sidewalk café may be allowed to remain on the sidewalk area, only if specifically permitted in the Public Work's approval of the café plans and does not violate the noise ordinance.
- No serving equipment to hold, warm, chill or cool may be kept outside within the sidewalk café area.
- Play no music, from whatever source (acoustical, electric, or other) on the premises outdoors, except in conformance within the city noise ordinance.
- Monitor trash and debris an area extending fifteen (15) feet in each direction from the outermost portion or boundary of the sidewalk café daily.
- Comply with all other provisions of the Codified Ordinances of the City of Lancaster, Lancaster County, Pennsylvania.



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TEMPORARY SIDEWALK CAFÉ PERMIT APPLICATION

COVID-19 Outdoor Dining Ordinance -2020

Phone: 717-291-4764 | Email: engineering@cityoflanasterpa.com

Establishment: _____

Address: _____

Owner/Applicant _____

Mailing Address: _____

Telephone: _____ Email: _____

City Establishment Business No.: _____

Responsible Person on Site: Name: _____ Telephone: _____

PLCB Liquor License No. (if providing alcohol take out or table service): _____

Proof of PLCB approval for sale or table service in licensed area. This must be provided upon receipt from PLCB after issuance of License. Date Provided: _____

REQUEST: Please check areas below for sidewalk cafe

Sidewalk Area

Parklet/Parking Space

Street Closure

Café Dimensions: Length (FT): _____ Width (FT): _____

Number of Sidewalk Seats: _____

Requirements Attached:

- Sidewalk Café Site Drawing/Sketch
- Insurance Certificate listing City of Lancaster as an additional insured for the sidewalk café area
- Hold Harmless Agreement, executed by applicant
- Adjacent property owner permission (if applicable)

A sketch with dimensions listed is required for all requests. Provide existing width and length of sidewalk, parklet, or street area, reduced sidewalk width at existing obstructions, total café area, table and chair spacing and width of resultant clear pedestrian path. A MINIMUM of six-foot-wide clear pedestrian path must be maintained.

DAYS OF OPERATION & TIME (check days which apply & complete time sidewalk café is open)

<input type="checkbox"/> Monday	Time _____	to _____	<input type="checkbox"/> Friday	Time _____	to _____
<input type="checkbox"/> Tuesday	Time _____	to _____	<input type="checkbox"/> Saturday	Time _____	to _____
<input type="checkbox"/> Wednesday	Time _____	to _____	<input type="checkbox"/> Sunday	Time _____	to _____
<input type="checkbox"/> Thursday	Time _____	to _____			



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I hereby certify that: (1) I have read and understand the Instructions Packet, COVID-19 Outdoor Dining Ordinance - 2020, attached hereto; City Code Chapter 240, Article 1162 and (2) the facts and declarations of intent set forth above are true and are intended to be relied upon by the officials of the City of Lancaster.

Print Applicant Full Name

Title

Signature

Date



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FOR CITY USE ONLY

Additional Approvals:

Lancaster City Parking Authority (if applicable)

Inspection:

Signature

Date

Health Officer Approval:

Signature

Date

Approved by Department of Public Works:

Signature

Date



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RELEASE FORM SIDEWALK CAFÉ

The undersigned shall defend, indemnify and hold harmless the City of Lancaster and its agents from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action arising from the City conducting its business at said property. The obligation exists whether injury or property damage occurs on the licensed premises. The undersigned's obligation to defend and indemnify does not extend to the willful misconduct of the City of Lancaster or its agents.

Print Applicant Full Name

Title

Signature

Date